

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: <b>SPECIAL ORDER</b>		INDEX NUMBER: <b>SO0103</b>
SUBJECT: <b>Watch Residence Program</b>		
ISSUE DATE: <b>January 22, 2001</b>	REVISED: <b>04/14/03, 05/11/10, 05/15/13,</b>	AMENDS/RESCINDS: <b>GO3001 May 14, 1998</b>
REVISIONS CONTINUED: <b>01/10/17</b>		DISTRIBUTION: <b>B</b>

## I. POLICY

The Department has a formal Watch Residence Program designed to reduce the number of property crimes that occur while residents are away from their homes for an extended period of time (normally up to two weeks for regular checks under this program). It also helps to establish direct contact(s) with the community's citizens and/or aids in the community involvement policies of the Department. The Watch Residence Program is a cooperative effort between the Patrol/Support Services Divisions and the Communications Center. In order for this program to function effectively, members from each division will have certain procedures and/or responsibilities concerning the same.

## II. PROCEDURE

### A. Support Services Division:

1. Members will be responsible for coordinating the Watch Residence Program (i.e. maintaining records, providing statistics or other information, etc.);
  - a. Members will obtain information from residents to complete Watch Residence Forms or may refer them to the department website to complete the online Watch Residence Form.
  - b. Completed forms will be forwarded to the Crime Prevention Sergeant and the Communications Center.

### B. Patrol Division:

#### 1. Patrol Supervisors:

- a. The Patrol Commander will designate a shift that will be primarily responsible for Watch Residence checks.
- b. Watch residence BOLO's will be available in CAD (Computer Aided Dispatch) and supervisors will ensure that the current watch residence information is given to members during roll call. Personnel on shifts that are not assigned to perform the actual checks should also be provided with this information for their assigned areas.

- c. Supervisors with personnel assigned to this duty will ensure residences are checked at least once daily and periodically contact members to determine that their instructions are being followed.

**2. Patrol Officers:**

- a. Members will maintain an up-to-date list of all watch residences in their assigned patrol districts.
- b. Members assigned residence checks will do so at least once per shift. When a member cannot check a residence during his/her shift due to other duties, he/she should notify a supervisor before "end-of-watch".
- c. Officers conducting a watch residence check will notify dispatch using mobile chat or other method that does not give the exact address of the location over the radio. Members shall not give the actual address of a Watch Residence check over the radio unless there are extenuating circumstances.
  - 1) Members must walk completely around the residence while checking for any signs of burglary, property damage, or other unusual conditions;
  - 2) If evidence of a crime or other unusual condition(s) is discovered, members will investigate. All reports will be completed in the usual manner. Problems should be reported to the person listed as a "responsible party" and/or occupant; and
  - 3) If evidence of a crime or other unusual condition(s) is discovered, members will notify a supervisor.
- d. As soon as practical after completing a residence check, members will contact the Communications Center and give a disposition.
- e. Members and supervisors will complete Watch Residence forms as needed. Completed forms will be forwarded to the Crime Prevention Sergeant and the Communications Center.

**3. Communications Center Personnel:**

- a. Upon receipt, members will enter Watch Residence information into CAD.
- b. The Communications Center will generate a BOLO (Be On the Look Out) titled "Extra Patrol" for any watch residence request. A location alert will also be placed on the address to alert Operators and Officers of the Watch Residence Request should an incident occur at the location.
- c. Officers conducting watch residence checks will be placed on a building check quick call unless circumstances on scene require a case number.

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Chris Connally, Chief of Police

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Date